

Sonoma Charter School
Regular Governing Board Meeting Agenda

Tuesday, April 18, 2023

6:00 p.m. Open Session

Meeting will be accessible at school – Classroom 7, Sonoma Charter School

17202 Sonoma Highway, Sonoma, CA 95476

OR

Join Zoom Meeting

<https://us06web.zoom.us/j/2176952793?pwd=FmpjaWgebB28wwBZXKGLrCrHknkodW.1>

Meeting ID: 217 695 2793 Passcode: x4rPsF

Sonoma Charter School adheres to the Americans with Disabilities Act. Should you require special accommodations, or more information about accessibility, please contact us at 707-935-4232. All efforts will be made for reasonable accommodations.

Welcome to our Board meeting. Documents provided to a majority of the Governing Board regarding this agenda will be made available for public inspection in the School Office located at 17202 Sonoma Hwy., Sonoma, CA 95476 during normal business hours. Such writings and documents are posted on the School's website at <https://www.sonomacharterschool.org/> as well as on ParentSquare, and clicking on Board of Education. A file copy is also available in the the meeting room. Said file is not to be removed from the room.

AGENDA

6:00 p.m. CALL PUBLIC MEETING TO ORDER, ESTABLISH QUORUM

I PUBLIC COMMENT

At this point on the agenda, opportunity is provided for an individual or representative of a group to make statements to the Board regarding an item not listed on the agenda. A speaker shall be limited to 3 minutes (Board Bylaw 9323). The Board will not take action on an item introduced during this portion of the agenda as this would constitute an illegal act on the part of the Board.

II GOVERNANCE

- | | |
|--|--------|
| A. Approve Agenda | Action |
| B. Approve Minutes from Board Meeting March 28, 2023 | Action |
| C. Adopt Board Policies | Action |
| 1. Administration of Medication | |
| 2. Public Records Request | |
| 3. Public Solicitations on School Grounds | |
| 4. Registration of Visitors and Guests | |

III PROGRAMS & FINANCE

- | | |
|-------------------|------------|
| A. Budget Update | |
| a. Monthly update | Discussion |

b. Budget reductions

Discussion

IV INFORMATION & REPORTS

A. Staff Reports

Information

B. CCC Report

Information

C. Principal's Report

Information

D. Superintendent's Report – need to change May meeting date

Information

E. Board Reports

Information

MOTION TO ADJOURN at _____

Sonoma Charter School
Regular Governing Board Meeting Minutes

Tuesday, March 28, 2023

5:30 p.m. Closed Session

6:00 p.m. Open Session

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MINUTES

5:30 p.m. PUBLIC MEETING CALLED TO ORDER

Board members present: Belli Skinner, Libby White, Ashley Holladay, Becky Perkins, and Coles Aviles.
Also present: Principal Dr. Hilary Sowers, Interim Superintendent Catherine Stone

PRESENTATION ABOUT BEES – Students from the 7th grade class gave a presentation to the Board and community about Bees and their project to build bee boxes and plant bee-friendly landscaping

I PUBLIC COMMENT - Opportunity for public to comment on Closed Session items(s).

No public comment was made.

II CLOSED SESSION - Recessed to Closed Session at 5:40 pm – Board to considered and/or take action on any of the following:

A. Public Employee Discipline/Dismissal Release (Gov. Code § 54957)

III RECONVENE IN OPEN SESSION – 5:57 pm

No action was taken in Closed Session

6:04 p.m. CALLED PUBLIC MEETING TO ORDER, ESTABLISH QUORUM

I PUBLIC COMMENT

No public comment was made

II GOVERNANCE

A. Approved Agenda Moved: Perkins, Seconded: Aviles. 5-0

B. Approved Minutes from Board Meeting February 21, 2023

Moved: White, Seconded: Aviles. 5-0

B. Approve Minutes from Special Board Meeting March 6, 2023.

Moved: Perkins, Seconded: Holladay 5-0

C. Charter Renewal and Charter Facilities – Information was provided to the Board regarding the timelines for Charter renewal and education code regarding facilities

D. Adopted Board Policies Moved: White, Seconded: Perkins. 5-0

1. Academic Honesty – Plagiarism
2. Acceptance of Gifts
3. Assessments and Examinations
4. Educational Records and Student Information
5. Field Trips and Excursions
6. Freedom of Expression
7. Health Examinations and Immunizations
8. Internet Use Policy
9. Student Dress Code
10. Student Complaints
11. Suspension and Expulsion

III PROGRAMS & FINANCE

- A. Accept Sonoma Charter 6/30/2022 Audit Moved: Perkins, Seconded: White 5-0
- B. Budget Update provided by Jim Weber from Charter Impact and covered the following:
 - a. Monthly update/2nd Interim Review
 - b. Budget reductions
- C. Annual Fund/Class Fund Update was provided and new Annual fund materials were shown to the Board

IV INFORMATION & REPORTS

- A. Staff Reports were provided by Becky Perkins and Cole Aviles regarding the Bees Presentation, Discovery Learning in 6, 7, and 8 next year, chicks hatched in 1st grade, classes have been going on fieldtrips, and there is now a running leaderboard.
- B. CCC Report: Movie Night was successful, Jag-a-thon on 4/7, Family Dance on 4/21, Talent Show on 5/20, CCC wants help with Staff Appreciation Day on May 7th
- C. Principal's Report: Dr. Sowers shared that Ms. Keedy has been working on ELPAC testing, SCS will have a Middle School parent night to talk about Discovery Learning, and we're getting ready for CAASPP testing in early May,
- D. Superintendent's Report- None
- E. Board Reports - None

MEETING ADJOURNED at 7:50pm

Administration of Medications, Anti-Seizure Medication, Emergencies, Head Lice

I. Administration of Medications

The following policy regarding the administration of medications is applicable when the staff of Sonoma Charter School (the “School”) is responsible for the administration of, or assisting in the administration of, medication to students attending school during regular school hours, including before- or after-school programs, field trips, extracurricular and co-curricular activities, and camps or other activities that typically involve at least one overnight stay away from home, because administration of the medication is absolutely necessary during school hours and the student cannot self-administer or another family member cannot administer the medication at school.

Requirements for Administration or Assistance: Before the School will allow a student to carry and self administer prescription auto-injectable epinephrine, or inhaled asthma medication, or have authorized School personnel administer medications or otherwise assist a student in administering his or her medication, the School must receive a copy of the following:

- A written statement executed by the student’s authorized health care provider specifying the medication the student is to take, the dosage, and the period of time during which the medication is to be taken and a statement that the medication must be taken during regular school hours, as well as detailing the method, amount and time schedule by which the medication is to be taken;
- A written statement by the student’s parent or guardian initiating a request to have the medication administered to the student or to have the student otherwise assisted in the administration of the medication, in accordance with the authorized health care provider’s written statement. The written statement shall also provide express permission for the School to communicate directly with the authorized health care provider, as may be necessary, regarding the authorized health care provider’s written statement.
- In the cases of self-administration of asthma medication or prescription auto-injectable epinephrine, the School must also receive a confirmation from the authorized health care provider that the student is able to self-administer the medication and a written statement from the parent/guardian consenting to the student’s self-administration and releasing the School and its personnel from civil liability if the self-administering student suffers an adverse reaction by self-administering his/her medication.
- New statements by the parent/guardian and the authorized health care provider shall be required annually and whenever there is a change in the student’s authorized health care provider, or a change in the medication, dosage, method by which the medication is required to be taken or date(s), or time(s) the medication is required to be taken. If there

is not a current written statement by the student's parent or guardian and authorized health care provider, the School may not administer or assist in administration of medication. The School will provide each parent with a reminder at the beginning of each school year that they are required to provide the proper written statements.

Parent(s)/guardian(s) of students requiring administration of medication or assistance with administration of medication shall personally deliver (or, if age appropriate, have the student deliver) the medication for administration to the Office Manager/Health Tech in the school office.

Responses to the Parent/Guardian upon Request: The School shall provide a response to the parent/guardian within 10 business days of receiving the request for administration and the physician statement which School employees, if any, will administer medication to the student, and what the employees of the School will do to administer the medication to the student or otherwise assist the student in the administration of the medication.

Termination of Consent: Parent(s)/guardian(s) of students who have previously provided consent for the School to administer medication or assist a student with the administration of medication may terminate consent by providing the School with a signed written withdrawal of consent on a form obtained from the office of the School Director.

Authorized Personnel: A nurse who is employed by the School and certified in accordance with Education Code section 44877 will administer or assist in administering the medication to students. If not available, a designated School employee who is legally able to and has consented to administer or assist in administering the medication to students will administer the medication or otherwise assist the students.

Storage of Medication: Medication for administration to students shall be maintained in the office in a locked cabinet. It shall be clearly marked for easy identification. If the medication requires refrigeration, the medication shall be stored in a refrigerator in a locked office, which may only be accessed by authorized personnel. If stored medication is unused, discontinued or outdated, the medication shall be returned to the student's parent/guardian where possible. If not possible, the School shall dispose of the medication by the end of the school year in accordance with applicable law.

Confidentiality: School personnel with knowledge of the medical needs of students shall maintain the students' confidentiality. Any discussions with parents/guardians and/or authorized health care providers shall take place in an area that ensures student confidentiality. All medication records or other documentation relating to a student's medication needs shall be maintained in a location where access is restricted to the School Director, the School nurse or other designated School employees.

Medication Record: The School shall maintain a medication record for each student that is allowed to carry and self-administer medication and for each student to whom medication is administered or other assistance is provided in the administration of medication.

The medication record shall contain the following: 1) The authorized health care provider's written statement; 2) The written statement of the parent/guardian; 3) A medication log (see below); 4) Any other written documentation related to the administration of the medication to the student or otherwise assisting the pupil in the administration of the medication.

The medication log shall contain the following information: 1) Student's name; 2) Name of the medication the student is required to take; 3) Dose of medication; 4) Method by which the pupil is required to take the medication; 5) Time the medication is to be taken during the regular school day; 6) Date(s) on which the student is required to take the medication; 7) Authorized health care provider's name and contact information; and 8) A space for daily recording of medication administration to the student or otherwise assisting the student, such as date, time, amount, and signature of the individual administering the medication or otherwise assisting in administration of the medication.

Deviation from Authorized Health Care Provider's Written Statement: If a material or significant deviation from the authorized health care provider's written statement is discovered, notification as quickly as possible shall be made as follows: 1) If discovery is made by a licensed health care professional, notification of the deviation shall be in accordance with applicable standards of professional practice; 2) If discovery is made by an individual other than a licensed health care professional, notification shall be given to the School Director, the student's parent/guardian, any School employees that are licensed health care professionals and the student's authorized health care provider.

Specialized Physical Health Care Services for Individuals with Exceptional Needs:

Authorized Personnel: The following individuals may assist students with exceptional needs who require specialized physical health care services during the regular school day:

- Qualified persons who possess an appropriate credential issued pursuant to Education Code sections 44267 or 44267.5
- Qualified designated school personnel trained in the administration of specialized physical health care if they perform those services under the supervision, pursuant to 5 C.C.R. § 3051.12, of a credentialed school nurse, public health nurse or licensed physician and surgeon and the services are determined by the credentialed school nurse or licensed physician and surgeon, in consultation with the physician treating the pupil, to include all of the following:
 - Routine for the pupil;
 - Pose little potential for harm for the pupil;
 - Performed with predictable outcomes, as defined in the Individualized Education Program of the pupil;

- Does not require a nursing assessment, interpretation, or decision making by the designated school personnel
- Persons providing specialized physical health care services for students with exceptional needs shall demonstrate competence in basic cardiopulmonary resuscitation and shall be knowledgeable of the emergency medical resources available in the community in which the services are performed.

Specialized health care or other services for students with exceptional needs that require medically related training shall be provided pursuant to the procedures identified in this policy generally.

Specialized physical health care services include catheterization, gastric tube feeding, suctioning or other services that require medically related training.

II. Emergencies

A. First Aid and CPR

All teachers are certified in first aid and CPR and are re-certified every other year in either first aid or CPR. Every classroom has a First Aid Kit containing appropriate supplies. First aid will be administered whenever necessary by trained staff members. When necessary, the appropriate emergency personnel will be called to assist.

B. Resuscitation Orders

School employees are trained and expected to respond to emergency situations without discrimination. If any student needs resuscitation, trained staff shall make every effort to resuscitate him/her. The School does not accept or follow any parental or medical “do not resuscitate” orders. School staff should not be placed in the position of determining whether such orders should be followed. The School Director, or his/her designee, shall ensure that all parents/guardians are informed of this policy.

C. Emergency Contact Information

For the protection of a student’s health and welfare, the School shall require the parent/guardian(s) of all students to keep current with the School emergency information including the home address and telephone number, business address and telephone number of the parent/guardian(s), and the name, address and telephone number of a relative or friend who is authorized to care for the student in any emergency situation if the parent/guardian cannot be reached. Education Code § 49408.

D. Emergency Aid to Students with Anaphylactic Reaction

The School will provide emergency epinephrine auto-injectors to trained School personnel and those trained personnel may use those epinephrine auto-injectors to provide emergency medical

aid to persons suffering from an anaphylactic reaction. The training provided to School personnel shall be in compliance with the requirements of Education Code section 49414 and any regulations promulgated in line therewith.

Trained School personnel may immediately administer an epinephrine auto-injector to a person suffering, or reasonably believed to be suffering, from an anaphylaxis reaction at School or a School related activity when a physician is not immediately available.

For purposes of this policy, "anaphylaxis" means a potentially life-threatening hypersensitivity to a substance. Symptoms of anaphylaxis may include shortness of breath, wheezing, difficulty breathing, difficulty talking or swallowing, hives, itching, swelling, shock or asthma. Causes of anaphylaxis may include, but are not limited to, an insect sting, food allergy, drug reaction and exercise.

III. Head Lice

To prevent the spread of head lice infestations, School personnel shall report all suspected cases of head lice to the School nurse, or designee, as soon as possible. The nurse, or designee, shall examine the student and any siblings of affected students or members of the same household in accordance with the School's health examination policy. If nits or lice are found, the student(s) shall be excluded from attendance and parents/guardians informed about recommended treatment procedures and sources of further information.

In the event of one or more persons infested with lice, an exposure notice with information about head lice shall be sent home to all parents/guardians of the students that have been exposed to the head lice.

School personnel shall maintain the privacy of students identified as having head lice and excluded from attendance.

Excluded students may return to School when reexamination by the nurse, a designee, or other authorized health care representative shows that all nits and lice have been removed. After returning, the student may be reexamined by the nurse as appropriate to ensure that re-infestation has not occurred.

Adopted: April 17, 2023

Amended:

Public Records Requests – Public Records Act Compliant

I. Public Records

A. Public Records Defined

The Sonoma Charter School (the “School”) provides the public with access to its public records in accordance with legal requirements. Public records are those writings containing information relating to the conduct of the School’s business that are prepared, owned, used or retained by the School regardless of physical form or characteristics. **[Note: In some circumstances, the definition can reach to emails and texts sent using private accounts.]** Certain public records, however, are exempt from disclosure by express provision of law. These records will not be provided to the public. The School may not deny disclosure of records based on the purpose for which the record is being requested.

B. Records Exempt from Disclosure

Some of the records that are exempt from disclosure include the following categories. This is not an exhaustive list.

- Preliminary drafts, notes or inter/intra-School memoranda that are not retained by the School in the ordinary course of business;
- Records pertaining to pending litigation to which the School is a party or to claims made pursuant to the Government Claims Act (if applicable), until the pending litigation nor claim has been finally adjudicated or otherwise settled.
- Personnel, medical, student records, or similar files.
- The personal email addresses of all employees of a public agency;
- Test questions, scoring keys and other examination data used to administer an examination for employment or academic examination, unless specifically authorized by law.
- The content of real estate appraisals or engineering or feasibility estimates and evaluations made for or by the School relative to the acquisition of property, until all of the property has been acquired.
- Records, the disclosure of which is exempted or prohibited pursuant to federal or state law, including, but not limited to, provisions of the Evidence Code relating to privilege.
- A document prepared by or for the School that assesses its vulnerability to terrorist attack

or other criminal acts intended to disrupt the Schools operations and that is for distribution or consideration in a closed session.

- Trade secrets.
- Computer software developed by the School.
- Identification numbers, alphanumeric characters or other unique identifying codes that the School uses to identify a vendor or contractor, or an affiliate of a vendor or contractor, unless the identifying code number, alphanumeric character or other unique identifying code is used in a public bidding or an audit involving the School.
- Records where, on the facts of the particular case, the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record

The School may, in its discretion and as permitted by law, waive the applicable exemption to the records. In this case, the disclosure constitutes a waiver for all requesters of that public record and will be open to inspection by all requesters.

II. Process for Requesting Public Records

A. Requests for Public Records

Any person wishing to inspect the School's public records shall make the request, preferably in writing, to Director, Sonoma Charter School, 707-9354232, SCSOffice@scs.k12.ca.us. The request must reasonably describe an identifiable public record(s) and must be specific and focused.

To the extent reasonable under the circumstances, the School will assist the requester to make a focused and effective request by:

- Assisting the member of the public to identify records and information that are responsive to the request or to the purpose of the request, if stated.
- Describing the information technology and physical location in which the records exist.
- Providing suggestions for overcoming any practical basis for denying access to the records or information sought.

If the School is unable to identify the requested information after making a reasonable effort to elicit additional clarifying information from the requester that will help identify the record(s), the School will not provide further assistance to the requester.

B. Response to Public Records Request

The Director will, within 10 days¹ of receipt of the request, provide a written response to the requester of public records. The written response shall contain the following information:

- Notice informing the requester whether the request, in whole or in part, seeks copies of disclosable public records in the possession of the School and the reasons for the determination.
- If the School denies any request for records, in whole or in part, and the request was in writing, the notification of denial will set forth the names and titles or positions of each person responsible for the denial.
- The date and time when the records will be made available. **[Note: Public records are open to inspection at all times during the office hours of the School. Thus, the School cannot limit the times when the inspection may take place, except to the extent necessary to gather the documents.]**
- If the request identifies information which is contained in both electronic format and hard copy, the notice may inform the requester that the information is available in either format.
- If the requester seeks copies of the records, the School may identify a fee covering the direct costs of duplication.
- If the requester seeks copies in electronic format, the School may charge the requester the direct cost of producing a copy of the record in that format. If, in order to comply with these requirements relating to electronic formatted records described below, the School is required to produce a copy of an electronic record and the record is one that is produced only at otherwise regularly scheduled intervals or the request would require data compilation, extraction or programming to produce the record, the School may charge the requester the cost to construct a record, the cost of programming and computer services necessary to produce the record.
- If the School maintains an Internet Website, Webpage or Internet Web Portal, in which

¹ In unusual circumstances, the 10 day time limit may be extended by written notice by the **[insert the title of the head of the School/nonprofit organization operating the School]** to the person making the request, setting forth the reasons for the extension and the date on which a determination is expected to be dispatched. In no event will the extension exceed 14 days. As used in this policy, "unusual circumstances" means the following, but only to the extent reasonably necessary to the proper processing of the particular request: 1) The need to search for and collect the records from field facilities or other establishments that are separate from the office processing the request; 2) The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records that are demanded in a single request; 3) The need for consultation, which shall be conducted with all practicable speed, with another agency having substantial interest in the determination of the request or among two or more components of the School having substantial subject matter interest therein; or 4) The need to compile data, to write programming language or a computer program, or to construct a computer report to extract data.

the School describes or titles as “open data,” and the School voluntarily posts a public record on that Internet Resource, the School shall post the public record in an open format that meets requirements identified in Government Code § 6253.10.

- The School may comply with the Public Records Act by posting any public record on its Internet Website, and in response to a request for a public record posted on the Website, direct a member of the public to the location on the Website where the public record is posted. If, however, the member of the public requests a copy of the public record due to the inability to access or reproduce the public record from the Website, the School shall promptly provide a copy of the public record in accordance with this policy.

III. Records Inspections or Copies

Time and Place of Inspection: A person who has made a public records request may inspect the records after the date and time identified in the response to the request. Generally, records inspections may take place at 17202 Sonoma Highway, Sonoma, CA 95476 during office hours of the School, which are Monday – Friday, 8:00am – 4:30pm, except during school breaks.

Electronic Formatted Records: If the School has information that constitutes an identifiable public record not exempt from disclosure that is in an electronic format, and it has been requested in an electronic format, the School will make that information available in an electronic format. The School will make the information available for inspection in any electronic format in which it holds the information. If the requested format is one that the School uses to create copies for its own use or for provision to other agencies, the School will provide a copy of the electronic record. The School will not, however, provide electronic records in the electronic form in which it is held by the School if its release jeopardizes or compromises the security or integrity of the original record or of any proprietary software in which it is maintained.

If the School no longer has the record in electronic format, the School will not reconstruct the record in electronic format.

Partial Disclosure: If the requested records may only partially be disclosed because some are exempt from disclosure, the reasonably segregable portion of the record(s) will be made available for inspection.

Inspection at the School: A requester who inspects a disclosable record at the School has the right to use the School’s equipment on the premises, without being charged any fees or costs, to photograph or otherwise copy or reproduce the record in a manner that does not require the equipment to make physical contact with the record, unless the means of copy or reproduction would result in either of the following: 1) Damage to the record; 2) Unauthorized access to the School’s computer systems or secured networks by using software, equipment or any other technology capable of accessing, altering, or compromising the agency’s electronic records.

The School may impose any reasonable limits on the use of the requester's equipment that are necessary to protect the safety of the records or to prevent the copying of records from being an unreasonable burden to the orderly function of the agency and its employees. The School may also impose any limit that is necessary to maintain the integrity of, or ensure the long-term preservation of, historic or high-value records.

Adopted: ~~March 28, 2023~~

April 18, 2023

Amended:

PUBLIC SOLICITATIONS ON SCHOOL GROUNDSPurpose

The property, buildings, or facilities owned or controlled by the Charter School are not open for assembly, speech, or other activities as are the public streets, sidewalks, parks and other public places. The Charter School's legal duty to operate and maintain a safe and secure campus requires that the time, place, and manner of assembly, speech, and other activities on the Charter School premises be regulated. Accordingly, it is against Charter School policy for anyone to solicit, peddle, canvass, or otherwise engage in contacting Charter School faculty, staff, or students for any purpose not specifically approved in advance by the Charter School governing board.

Solicitation on Campus

1. The term *solicitation* shall mean (1) the sale, lease, rental or offer for sale, lease, rental of any property, product, merchandise, publication, or service, whether for immediate or future delivery; (2) an oral statement or the distribution or display of printed material, merchandise, or products designed to encourage the purchase, use, or rental of any property, product, merchandise, publication, or service; (3) an oral or written appeal or request to support or join an organization other than a registered student, faculty, or staff organization; (4) the receipt of or request for any gift or contribution; or (5) the request to support or oppose or to vote for or against a candidate, issue, or proposition appearing on a ballot at any election held pursuant to state or federal law or local ordinances.
2. To cooperate in publicizing community services, special events, and public meetings of interest to students and parents/guardians, the Director or designee will approve or reject the distribution and/or posting of printed materials to students and/or through the Charter School which extend the community's cultural, recreational, artistic, or service educational opportunities.
3. Materials to be distributed shall not include any which:
 - a. Are obscene, libelous, slanderous, or which incite students to commit unlawful acts, violate the Charter School's policies, procedures, and rules, or disrupt the Charter School's orderly operations.
 - b. Discriminate on the basis of sex, race, color, ancestry, national origin, religion, disability or any other protected category.
 - c. Attack or disparage any group or person based upon sex, race, color, ancestry, national origin, religion, disability or any other protected category.
 - d. Request students or other family members to contribute in any way to the funds of, or become members of, or to work for, any organization not directly under the control of Charter School authorities, unless the organization is a nonpartisan, charitable organization organized for charitable purposes by an act of Congress or under the

laws of the State of California, the purpose of the solicitation is nonpartisan and charitable and the solicitation has been approved by the Charter School governing board or designee. To qualify as an organization exempted in this Section [II][C]4, the organization must present to the Charter School governing board or designee written evidence from the Internal Revenue Service that the organization has been granted tax-exempt status under Internal Revenue Code Section 501(a) as an organization described in Internal Revenue Code Section 501(c)(3). Solicitation must be conducted only in an area designated by the Charter School governing board or designee. Any person soliciting on behalf of such organizations must have credentials identifying him or her as authorized agents of the organization. Permission to solicit may not be used by the organization as an endorsement of the Charter School.

- e. Express support for or against specific political campaigns, issues, or activities, including statewide ballot initiatives and other ballot measures
 - f. Express support for or against a specific religion or religious viewpoint, church, or denomination.
4. Advertising of commercial products or services may be conducted only when prior approval has been granted by the Charter School Governing Board. In no event shall any material be distributed advertising alcohol or tobacco products or otherwise encouraging students to consume alcohol or tobacco products. Students shall not be asked or otherwise be required to distribute commercial advertising materials.
5. No handbills or fliers shall be distributed or placed in/on cars parked on the Charter School premises. No loudspeakers are to be used at any time during class hours.

Permission Procedures

- 1. All materials to be distributed or posted shall first be submitted to the Director or designee for approval. All materials shall bear the name and contact location of the sponsoring organization.
- 2. Materials which have not been approved by the Charter School Governing Board or designee shall be removed if posted. Any person distributing materials that have not been approved by the Director or designee shall cease distribution immediately upon demand by a Charter School official.

Adopted: 4/18/23

Amended:

REGISTRATION OF VISITORS/GUESTSPosting of Notice

The Charter School Director or his or her designee shall post at every entrance a notice setting forth school hours, visitor registration location and requirements, penalties for refusing to leave the Charter School premises, and any other announcements required by the local law enforcement agency in order to pursue the arrest of persons found loitering or trespassing.

Procedures for Visitors to Charter School Premises

1. Any person who is not a student of the Charter School or a Charter School officer or employee shall register his or her presence and the reason for visiting the Charter School to the Director or designee immediately upon entering the Charter School premises.
2. The Director or designee shall provide identification to be used by all visitors at all times, except during Morning Ceremony, while on Charter School premises. Visitors who remain on campus after morning ceremony need to register immediately after Morning Ceremony. The visitor shall make this identification visible at all times.
3. All visitors registering with the Director or designee, including immigration-enforcement officers (unless exigent circumstances necessitate immediate action and if the immigration officer does not possess a judicial warrant or court order that provides a basis for the visit) will provide the Director or designee with his or her name, address, occupation, age, if less than twenty-one years-old, his or her purpose for entering the Charter school premises, and present proof of identity and any other information as required by law.
4. No person who furnishes the information set forth in this policy and who provides proof of identity shall be denied registration except if the Director or designee has reasonable basis for concluding that the visitor's presence will or is likely to disrupt the Charter School, its students, its teachers, or its other employees or volunteers or result in damage to property or will result in the distribution or use of unlawful or controlled substances.
5. The Director or designee may revoke a visitor's registration if the Director or designee has reasonable basis for concluding that the visitor's presence on Charter school premises would likely interfere or is interfering with the peaceful conduct of Charter School activities, is interrupting classroom activities or is disrupting the Charter School, its students, its teachers, or its other employees or volunteers.
6. Charter School employees and volunteers should at all times watch for strangers on the Charter school premises. Employees or volunteers who encounter a visitor not displaying the appropriate identification should ask the visitor whether he or she has registered with the Director or designee. Employees and volunteers should immediately inform the Director or designee of any visitor who refuses to comply with registration requirements.

7. Any possession of unauthorized dangerous instruments, weapons, or devices on school grounds shall be reported immediately to the Director or designee and may be reported to the local law enforcement agency.
8. Any person who fails to register within a reasonable time after entering the Charter School premises, who fails to leave upon the request of the Director or designee, or who returns after leaving pursuant to such a request has committed an unlawful act and may be prosecuted according to law.
9. School personnel shall report entry by immigration-enforcement officers to any on-site police or other appropriate administrator as would be required for any unexpected or unscheduled outside visitor coming on campus.

Adopted: ~~March 28, 2023~~ *April 19, 2023*

Amended:



Sonoma Charter School

Monthly Financial Presentation – March 2023



March Highlights

Highlights

- Forecast annual deficit (\$184K) due to timing of grant recognition.
- P-2 ADA at budget (191), AMIM funding forecast 50% (\$62K), LRBG funding forecast 100% (\$216K).
- Cash forecast to drop below comfortable levels June-July, recommend action to secure operating cashflow.

<i>Financial Snapshot</i>			
	Forecast	Budget	Fav/(Unf)
Enrollment	210	210	0
ADA	191.6	191.3	0.2
Attendance Rate	91.2%	91.1%	0.1%
Revenue	2,979,275	3,147,861	(168,586)
Expenses	3,163,473	3,201,046	(37,573)
Surplus (Deficit)	(184,198)	(53,185)	(131,013)
Beginning Fund Balance	544,172	544,172	
Ending Fund Balance	359,974	490,987	(131,013)
<i>Min recommended (15%)</i>	11%	15%	
	474,521		

Compliance and Reporting

- Arts, Music (AMIM) funding requires board approved plan prior to use of funds – allocate only half this year?
- Quarterly reporting will be competed in April.

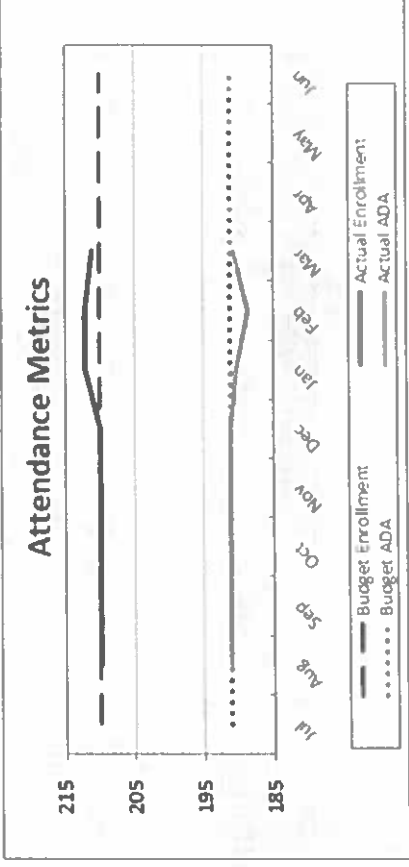


Attendance Data and Metrics

Enrollment and Per Pupil Data

Enrollment & Per Pupil Data			
	<u>Actual</u>	<u>Forecast</u>	<u>Budget</u>
Average Enrollment	210	210	210
ADA	192	192	191
Attendance Rate	91.2%	91.2%	91.1%
Unduplicated %	45.0%	45.0%	45.0%
Revenue per ADA		\$15,552	\$16,452
Expenses per ADA		\$16,513	\$16,730

Attendance Metrics



P-2 ADA 191.57 maintained P-1, attendance rate near 91%.
LCFF is calculated at \$10,863 per ADA.

Revenue

4

- March Updates
 - Forecast includes 50% of AMIM – uncertainty about final award pending new state budget.
 - Forecast includes 100% of LRBG if matched to eligible activity – 50% reduction would cut (\$108K).
 - Pending awards – status of fundraising (forecast \$55K) and ECF award \$47K?

	Annual/Full Year		
	Forecast	Budget	Fav/(Unf)
\$	2,082,412	\$ 2,078,426	\$ 3,986
	71,227	70,293	934
	714,620	788,125	(73,505)
	111,016	211,016	(100,000)
\$	2,979,275	\$ 3,147,861	\$ (168,586)

	Year-to-Date		
	Actual	Budget	Fav/(Unf)
\$	1,459,482	\$ 1,459,483	\$ (0)
	25,196	21,553	3,643
	403,406	405,965	(2,560)
	6,787	6,555	232
\$	1,894,871	\$ 1,893,556	\$ 1,315

Revenue
 State Aid-Rev Limit
 Federal Revenue
 Other State Revenue
 Other Local Revenue
Total Revenue

	2022/23	2023/24	2024/25
Arts, Music & Instructional Materials Discretionary	\$ 61,959	\$ 61,959	\$ -
Learning Recovery Emergency Block Grant	216,199	-	-
Block Grant Funding forecast	\$ 278,158	\$ 61,959	\$ -

Expenses

- **March Updates**
 - Forecast favorability in payroll, required to limit current year loss.
 - Planning – 2023/24 budget reduced to \$2.6 million and 210 enrolled to build budget stability.

	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Expenses						
Certificated Salaries	\$ 764,390	\$ 759,763	\$ (4,627)	\$ 1,041,904	\$ 1,031,910	\$ (9,994)
Classified Salaries	472,633	481,441	8,808	633,291	666,408	33,117
Benefits	394,207	404,551	10,343	545,344	558,063	12,719
Books and Supplies	172,091	187,692	15,601	232,086	233,554	1,468
Subagreement Services	32,301	30,458	(1,843)	145,980	145,980	-
Operations	72,563	77,517	4,954	98,455	96,455	(2,000)
Facilities	16,294	18,850	2,556	25,086	25,086	-
Professional Services	278,202	271,932	(6,270)	435,130	437,393	2,264
Depreciation	4,647	4,647	(0)	6,196	6,196	(0)
Interest	-	-	-	-	-	-
Total Expenses	\$ 2,207,329	\$ 2,236,851	\$ 29,522	\$ 3,163,473	\$ 3,201,046	\$ 37,573

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Surplus / (Deficit) & Fund Balance

- Forecast loss (\$184K) depending in grant allocations.
- Fund balance forecast \$360K, 11% expenses, below goal 15%+.

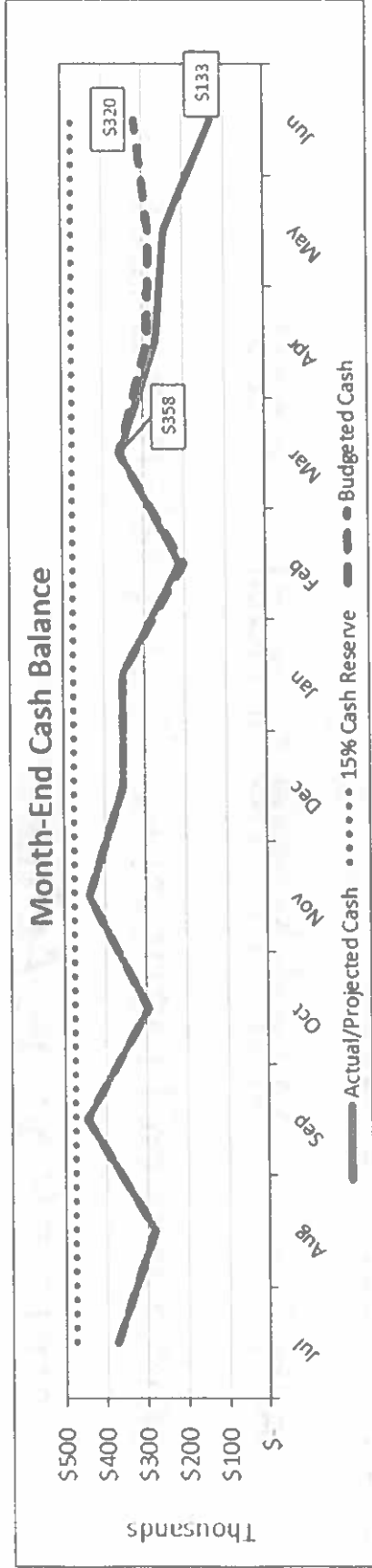
Year-to-Date		
Actual	Budget	Fav/(Unf)
\$ (312,458)	\$ (343,295)	\$ 30,837
544,172	544,172	
<u>\$ 231,714</u>	<u>\$ 200,877</u>	
7.3%	6.3%	

Total Surplus(Deficit)
Beginning Fund Balance
Ending Fund Balance
As a % of Annual Expenses

Annual/Full Year		
Forecast	Budget	Fav/(Unf)
\$ (184,198)	\$ (53,185)	\$ (131,013)
544,172	544,172	
<u>\$ 359,974</u>	<u>\$ 490,987</u>	
11.4%	15.3%	

Cash Balance

- Current cash is **\$358K**.
- Cash below 15% threshold and dropping to inadequate level June-July.
- Increased cash stress possible if forecast grants are delayed (AMIM, other).
- Recommend action to secure operating cash flow prior to June.



Appendices

As of March 31, 2023

- Cash Flow – Monthly and Annual Forecast
- Statement of Financial Position (Balance Sheet)
- Accounts Payable Aging
- Check Register

Sonoma Charter School

Financial Package

March 31, 2023

Presented by:



**CHARTER
IMPACT**

Sonoma Charter School
Monthly Cash Flow/Forecast FY22-23

Revised 4/17/23

ADA = 191.57



	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Year-End Accruals	Annual Forecast	2nd Interim Budget Total	Favorable / (Unfavor)
Books and Supplies																
4100 Textbooks and Core Curricula Materials	7,397	-	-	-	-	-	-	-	3,175	-	-	-	-	16,572	8,000	2,572
4102 Instructional Materials and Supplies, General Ed	18,534	3,098	6,945	4,335	668	1,545	96	176	-	-	-	-	-	16,842	16,842	1,676
4305 Computer Software & Digital Subscriptions	25	139	3,775	3,331	847	103	605	894	1,596	1,228	1,228	1,228	15,000	15,000	15,000	(4,677)
4310 Other Expense	-	-	666	-	260	-	-	364	49	1,252	1,252	1,252	5,004	5,004	3,094	1,910
4321 Instructional Materials and Supplies, Art	-	-	-	446	-	-	-	-	-	685	685	685	2,500	2,500	2,500	1,000
4322 Instructional Materials and Supplies, Special Ed	-	8,107	1,225	1,209	178	42	-	28	-	175	175	175	10,000	10,000	10,000	1,823
4330 Campus/Landscape Supplies	-	1,169	376	468	242	823	424	825	345	1,007	1,007	1,007	6,535	6,535	6,535	411
4331 Tech software/computer supplies	-	-	-	-	-	-	-	-	-	-	-	-	4,234	4,234	4,234	-
4370 Custodial Supplies	-	-	-	-	-	-	-	-	-	-	-	-	4,500	4,500	4,500	-
4380 Maintenance Supplies	-	1,066	700	37	741	647	43	19	48	399	399	399	6,000	6,000	6,000	-
4390 Noncapitalized Equipment	-	50,868	1,248	-	5,400	11	-	30	-	1,501	1,501	1,501	62,000	62,000	62,000	-
4401 TK Materials and supplies	25,956	64,877	14,991	17,039	21,683	5,627	1,334	16,667	5,937	13,751	19,999	19,999	58,784	58,784	53,784	(5,000)
Subagreement Services																
5106 Expanded Learning Scholarships/Cost Boys and G	-	-	-	-	-	8,075	11,191	8,075	16,151	11,191	11,191	91,297	245,980	245,980	145,940	100,040
Operations and Housekeeping																
5100 Coaching, Training & Overnight Field Trips	315	6,945	-	(1,235)	-	6,680	-	994	-	1,749	1,749	1,749	12,000	12,000	12,000	3,046
5300 Dues & Memberships	677	-	-	16	-	-	-	-	-	784	784	784	27,624	27,624	27,624	2,000
5400 Insurance	27,624	-	-	-	-	-	-	-	-	-	-	-	6,320	6,320	6,320	4,320
5501 Electricity	48	48	3	50	205	1,315	916	1,252	1,713	256	256	256	7,533	7,533	7,533	5,600
5502 Janitorial/Trash Removal	628	628	628	628	628	628	628	628	628	670	670	670	2,592	2,592	2,592	14,000
5530 Water	-	-	758	765	-	-	842	230	396	670	670	670	8,640	8,640	8,640	8,100
5580 Sewer	-	-	-	-	-	-	-	-	179	804	804	804	3,400	3,400	3,400	3,600
5590 Campus Projects (Labor)	-	11,163	-	600	2,150	-	-	-	-	29	29	29	14,000	14,000	14,000	14,000
5591 Landscape/Campus grounds maintenance	-	-	-	1,260	1,440	-	-	680	617	765	765	765	8,100	8,100	8,100	8,100
5900 Telephone	367	714	966	536	567	615	742	680	617	966	966	966	966	966	966	966
5901 Postage and Shipping	32	79	-	-	66	170	204	157	157	966	966	966	966	966	966	966
Facilities, Repairs and Other Leases																
5600 Equipment Leases	28,667	13,576	1,806	1,855	6,384	9,304	3,299	3,987	3,685	8,631	8,631	8,631	98,455	98,455	98,455	2,000
5610 Repairs and Maintenance	3,202	1,780	96	450	1,601	1,780	2,296	1,601	-	2,075	2,075	2,075	20,086	20,086	20,086	5,000
Professional/Consulting Services																
5802 Audit and Tax	1,575	-	-	-	-	-	2,625	-	7,888	1,782	-	-	13,870	13,870	13,870	13,870
5803 Legal	314	81	114	-	-	-	-	-	-	3,164	3,164	3,164	10,000	10,000	10,000	10,000
5807 Bank Charges	59	90	60	85	91	85	164	355	152	120	120	120	1,500	1,500	1,500	1,500
5809 Other taxes and fees	360	200	200	78	50	200	(838)	1,516	50	-	-	-	1,080	1,080	1,080	545
5811 Service Outsourcing	6,274	6,274	6,274	6,274	8,925	6,046	6,046	6,046	4,976	5,808	5,808	5,808	69,691	69,691	73,062	(3,371)
5812 District Oversight Fee	-	-	-	-	-	-	-	-	-	-	-	-	62,472	62,472	62,472	110
5813 SCOE Consortium Fees	-	-	-	-	-	-	-	-	-	1,833	1,833	1,833	5,500	5,500	5,500	5,500
5814 SELPA Fees	-	-	-	-	-	-	-	-	-	8,345	8,345	8,345	8,345	8,345	8,345	8,345
5815 Marketing & Communications	315	-	-	2,461	479	-	-	-	-	100	100	100	3,255	3,255	3,255	3,255
5816 Security Services	-	-	-	-	220	-	-	-	165	100	100	100	850	850	850	850
5817 Counselor and counseling interns	7,488	3,000	3,000	2,000	4,500	2,000	1,000	5,000	4,000	5,500	5,500	5,500	38,000	38,000	38,000	38,000
5823 Strategic Advisory & CBO Services	-	7,489	18,720	7,488	7,488	7,488	-	-	-	-	-	-	48,673	48,673	48,673	48,673
5825 Bookkeeping services (fundraising) and accounting	375	825	825	450	1,200	1,988	918	600	1,350	1,432	1,432	1,432	12,000	12,000	12,000	12,000
5827 Website Revamp and Maintenance	-	-	-	-	-	-	-	273	718	1,336	1,336	1,336	5,000	5,000	5,000	5,000
5828 Special Ed Outside Placement	700	8,118	3,050	10,475	4,700	17,768	30,908	10,020	5,421	5,421	5,421	5,421	102,000	102,000	72,000	30,000
5829 Nurse	-	-	-	-	-	-	-	-	-	1,000	1,000	1,000	3,000	3,000	3,000	3,000
5830 Math/Science Consultant	-	-	-	-	-	-	-	-	-	-	-	-	30,000	30,000	30,000	(30,000)
5833 Enrichment Programs (Music and Perf Arts)	-	3,472	4,047	3,579	2,474	5,091	3,442	1,579	2,106	2,106	2,106	2,106	20,000	20,000	20,000	20,000
5834 Reading/literacy coach	-	553	-	-	-	-	96	-	-	-	-	-	649	649	649	649
5835 Prop 39 Consulting	-	1,955	-	1,700	-	-	1,020	935	1,133	1,133	1,133	1,133	10,000	10,000	10,000	10,000
5840 Computer/Tech Related Services	-	312	-	-	-	-	-	-	221	221	221	221	1,000	1,000	1,000	1,000
5841 Meals and Recognitions	66	66	262	871	775	459	257	30	423	-	-	-	2,756	2,756	2,756	453
5867 Fingerprinting Costs	-	1,044	-	1,330	418	-	-	-	569	569	569	569	4,500	4,500	4,500	4,500
5865 Employment Related Advertising	13,887	33,645	30,092	41,379	38,201	25,440	34,312	49,189	32,256	31,514	29,732	95,681	65,136	47,393	47,393	(17,743)
Depreciation																
6900 Depreciation Expense	516	516	516	516	516	516	516	516	516	516	516	516	6,196	6,196	6,196	6,196
Total Expenses	105,870	288,374	289,779	274,664	283,831	230,407	251,720	282,547	250,138	269,209	267,427	419,508	3,168,473	3,168,473	3,201,046	(37,573)
Monthly Surplus (Deficit)	(80,303)	(166,249)	64,574	(85,777)	35,905	(20,599)	(32,520)	(144,128)	116,809	(69,559)	(87,429)	68,055	237,189	(184,197)	(53,185)	(131,013)

Sonoma Charter School
Monthly Cash Flow/Forecast FY22-23
 Revised 4/17/23

ADA = 191.97

Cash Flow Adjustments
 Monthly surplus (Deficit)
 Cash flows from operating activities
 Depreciation/Amortization
 Public Funding Receivables
 Receivable - Other
 Prepaid Expenses
 Accounts Payable
 Accrued Expenses
 Deferred Revenue
 Cash flows from investing activities
 Purchases of Prop. And Equip
 Cash flows from financing activities
 Capital Lease, net

Initial Change in Cash
 Cash, Beginning of Month
 Cash, End of Month

	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Year-End Accruals	Annual Forecast	2nd Interim Budget Total	Favorable / (Unfav.)
(80,303)	(166,349)	64,824	(85,777)	35,805	(20,599)	(32,520)	(144,128)	116,889	(69,559)	(87,479)	68,055	217,193	(184,397)			
516	516	516	516	516	516	516	516	516	516	516	516	516	516	6,396		
159,987	9	152,256	28,712	(2,500)	2,500	2,500	2,959		1,471	67,985	37,552	(217,193)	232,779	(130)		
(6,668)		(3,916)	2,016	5,276	447	(229)								3,325		
12,034	(8,404)	1,423	(3,115)	1,169				26,300	(26,300)					(89,249)		
(80,846)	34	(34)												(155,489)		
24,856	71,813	8,055	(96,164)	103,947	(128,922)	26,875	1,456	3,877						(43,972)		
8,766	7,393	(55,131)		61,959												
38,342	(94,988)	167,693	(153,811)	146,713	(87,099)	101	(142,156)	147,383	(91,872)	(18,927)	(113,924)					
335,510	373,852	278,864	446,557	292,747	439,460	352,361	352,462	210,307	357,689	265,818	246,891					
373,852	278,864	446,557	292,747	439,460	352,361	352,462	210,307	357,689	265,818	246,891	132,967					



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Sonoma Charter School
Statement of Financial Position

March 31, 2023

	Current Balance	Beginning Year Balance	YTD Change	YTD % Change
Assets				
Current Assets				
Cash & Cash Equivalents	\$ 386,581	\$ 361,171	\$ 25,410	7%
Accounts Receivable	3,292	-	3,292	0%
Public Funding Receivables	101,837	442,801	(340,964)	-77%
Prepaid Expenses	28,937	32,261	(3,324)	-10%
Total Current Assets	520,646	836,233	(315,587)	-38%
Long-Term Assets				
Property & Equipment, Net	29,432	34,080	(4,648)	-14%
Total Long Term Assets	29,432	34,080	(4,648)	-14%
Total Assets	\$ 550,079	\$ 870,313	\$ (320,234)	-37%
Liabilities				
Current Liabilities				
Accounts Payable	\$ 26,300	\$ 50,129	\$ (23,829)	-48%
Accrued Liabilities	153,542	154,356	(814)	-1%
Deferred Revenue	118,983	95,995	22,987	24%
Trustee Account	25,661	25,661	-	0%
Total Current Liabilities	324,485	326,141	(1,656)	-1%
Total Liabilities	324,485	326,141	(1,656)	-1%
Total Net Assets	225,593	544,172	(318,579)	-59%
Total Liabilities and Net Assets	\$ 550,079	\$ 870,313	\$ (320,234)	-37%

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Sonoma Charter School
Accounts Payable Aging

March 31, 2023

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
AT&T	000019667351	45,002	\$45,040.00	\$ 163	\$ -	\$ -	\$ -	\$ -	\$ 163
AT&T	000019667369	45,002	\$45,040.00	47	-	-	-	-	47
Boys & Girls Clubs of Sonoma Valley	01022023	44,993	\$45,023.00	16,151	-	-	-	-	16,151
Elizabeth Jones	18	44,981	\$45,011.00	-	1,579	-	-	-	1,579
Gena L. Gear	052	44,995	\$45,025.00	1,900	-	-	-	-	1,900
North Bay AVS	2599	45,002	\$45,002.00	-	165	-	-	-	165
ODP Business Solutions, LLC	300124645001	44,987	\$45,023.00	403	-	-	-	-	403
ODP Business Solutions, LLC	301008175001	44,992	\$45,023.00	88	-	-	-	-	88
PG&E	PGEX030923-7392	44,994	\$45,012.00	-	1,347	-	-	-	1,347
Purchase Power	PURC031323-4688	44,998	\$45,025.00	32	-	-	-	-	32
Sonoma County Office of Education/ North IN23-01854		44,991	\$45,021.00	1,800	-	-	-	-	1,800
Sonoma Valley Family Therapy	111	44,995	\$45,025.00	2,000	-	-	-	-	2,000
Valley Of The Moon Water District	VALL030223-0212	45,007	\$45,007.00	-	396	-	-	-	396
Valley Of The Moon Water District	VALL030223-0389	44,987	\$45,007.00	-	230	-	-	-	230

Total Outstanding Invoices \$ 22,583 \$ 3,717 \$ - \$ - \$ - \$ 26,300

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Sonoma Charter School

Check Register

For the period ended March 31, 2023

Check Number	Vendor Name	Check Date	Check Amount
10733	American Reading Company	3/10/2023	\$ 2,700.00
10734	AT&T	3/10/2023	162.69
10735	AT&T	3/10/2023	47.30
10736	Brenda Baskerville-Graff	3/10/2023	1,920.00
10737	Charter Impact Inc.	3/10/2023	4,976.24
10738	Gena L. Gear	3/10/2023	2,450.00
10739	Laurelle Anspach	3/10/2023	1,350.00
10740	ODP Business Solutions, LLC	3/10/2023	79.14
10741	Sonoma Valley Family Therapy	3/10/2023	2,000.00
10742	Aron Parker	3/17/2023	693.00
10743	CaliforniaChoice Benefit Administrators	3/17/2023	10,753.74
10744	Dee Khaleck	3/17/2023	1,955.00
10745	Department of Justice	3/17/2023	423.00
10746	Educational Dental Group Enterprise	3/17/2023	1,164.20
10747	Pitney Bowes Inc	3/17/2023	178.91
10748	Pylon Communications LLC	3/17/2023	401.39
10749	Sprint	3/17/2023	136.10
10750	WageWorks, Inc.	3/17/2023	50.00
10751	CliftonLarsonAllen LLP	3/28/2023	7,888.13
10752	Elan Financial Services	3/28/2023	1,606.17
10753	Gena L. Gear	3/28/2023	1,950.00
10754	Parsons Lumber & Hardware Co.	3/28/2023	10.71
10755	Recology Sonoma Marin	3/28/2023	627.78
10817	Sonoma County Office of Education/ North Coast School of Educat	3/9/2023	23,435.41
10818	Sonoma County Office of Education/ North Coast School of Educat	3/9/2023	17,468.65
ACH	Elan Financial Services	3/3/2023	44.90
ACH	Elan Financial Services	3/3/2023	9.95
ACH	Elan Financial Services	3/27/2023	15.00
ACH	Flex	3/31/2023	25.00

Total Disbursements Issued in March \$ 84,522.41

